
SYDNEY
BEAUTY & DERMAL
INSTITUTE

Prospectus

Table of Contents

About Us.....	3
Our Vision.....	3
Our Mission.....	3
Our Values	4
Course Information.....	4
Accredited Course developed by Sydney Beauty & Dermal Institute.....	5
Training Package Qualifications	5
Non -Accredited Dermal Therapy Training.....	5
We also offer Accredited Units of Competency	5
Entry Requirements.....	5
Enrolment Requirements	5
Study Options.....	6
Accessible Areas and Access to Trainers.....	7
Attendance.....	7
Behaviour and Dress	8
Company Property.....	9
Complaints and Appeals Process	9
Course Extension.....	9
Early Withdrawal	10
Emergency Procedures	10
Employment Opportunities	10
Feedback and Communication.....	11
Fee payment policy.....	11
Fee Protection.....	14
Initial Skill Assessment.....	15
Transfer Policy.....	15
Legislation.....	15
Learner Support Services	16
Learner Responsibilities	16
On the Job Training.....	16
Our Clinic	16
Our Responsibilities	17
Training and Assessment.....	17
Volume of Learning.....	17
Recognition of Prior Learning (RPL)	18
Assessments.....	19

Training Venue	19
Work Health and Safety.....	20
COURSE INFORMATION.....	20
10038NAT – Graduate Certificate in Cosmetic Laser and Light Therapies	20
SIB70110 – Graduate Certificate in Intense Pulse Light and Laser Hair Reduction.....	21
SHB50216 – Diploma of Salon Management	21
SHB50115 – Diploma of Beauty Therapy	22
SHB40115 – Certificate IV in Beauty Therapy	22
SHB30115 – Certificate III in Beauty Services	23
SHB30215 – Certificate III in Make-Up	23
NON – ACCREDITED DERMAL THERAPY SHORT COURSES.....	24
Laser Safety for cosmetic laser and light therapies.....	24
Laser and IPL for Hair Reduction.....	24
Laser and IPL for Skin Rejuvenation.....	25
Q Switched Laser Skin Rejuvenation.....	25
Laser Tattoo Removal	25
Chemical Skin Peels	26
Micro Skin Needling.....	26
NON – ACCREDITED WORKSHOPS.....	26
Cosmetic Tanning.....	26
ITEC	27
How can I pay for the course?	28
How can I enrol in the course?	28

Registered Training Organisations have a requirement under the National VET Regulator Act 2011, Standards 2015 to ensure we provide you with enough information so that you are able to make a fully informed decision about enrolling in any of our Nationally Recognised Training.

This document is produced to assist and support you in making a fully informed decision to undertake the nationally recognised training you are seeking, with us forms a part of your Learner Handbook.

About Us

FUSS Education Pty Ltd, trading as Sydney Beauty and Dermal Institute is a Registered Training Organisation registered to deliver training to Australian citizens and residents by RTO Provider No 91192 and International Learners by CRICOS Provider No 02725B and have been doing so in excess of 12 years.

We are recognised by industry as a high quality provider of Beauty Industry Training in the areas of Beauty Services including Cosmetic Tattooing, Electrolysis, Make Up, Laser and IPL training through industry endorsed training packages and an accredited course developed by our General Manager Ilse Taumberger in the area of Cosmetic Light and Laser Therapies.

Being the developer of an accredited course, which is recognised by industry places us at the forefront of changes in technologies and techniques.

We have been recognised by the Australian Skills Quality Authority (ASQA) as a low risk, high quality provider of training and as such have been graded "Approved delegate of the "Australian Skills Quality Authority" Reference <http://www.asqa.gov.au/vet-regulatory-responsibility-to-registered-training-organisations.html>.

Our Trainers have recent relevant industry experience, which ensures Learners are provided with industry specific training and realistic hand on practical scenarios.

Our Vision

To be known as the number one Registered Training Organisation for Beauty Therapy, Laser & Light Therapy & Post Graduate Dermal Therapy in Australia.
To encourage & support Learners & teams to achieve success,
To inspire our Learners to become passionate & knowledgeable professionals through leading by example

Our Mission

To deliver the highest standard of training possible in the Beauty Industry
To train our Learners in knowledge and skill sets ensuring our Trainee Therapists are "Industry ready" thus gaining employment in our competitive market
To lift the standards and ethics of the beauty industry by promoting and producing outstanding quality professionals

Sydney Beauty & Dermal Institute is committed to continuously reviewing and upgrading our curriculum to maintain the highest possible standard within the industry.

We will provide our learners with valuable experience in a simulated clinic atmosphere, where they are able to practice their skills on 'real clients'.

Our Values

- Respect
- Teamwork
- Excellence in Training
- Environmentally Sustainable
- Continually improve

We will not guarantee

You will successfully complete the training, the onus is on you to attend, undertake all training and complete all assessment tasks.

Our Guarantee

We will deliver the most current and up to date training current in industry and student support services to ensure your training can be completed.

Course Information

Our students graduate job ready. Enrolling in one of our beauty Industry courses could be the first step to increase your skills and knowledge for the Laser, Dermal or Beauty Industry, whereby you may gain or already have fulltime, part time or casual employment providing:



- Make – Up
- Waxing
- Lash and Brow Treatments
- Facial Treatments
- Body Massage
- Aromatherapy
- Hair Removal
- Cosmetic Tattooing
- Body treatments
- Laser and IPL Therapies

- Dermal Therapies
- Salon Management
- Demonstrating and selling retail skin care and other cosmetic products

We offer Full Time and Part Time Nationally Recognised Post Graduate Accredited Courses.

Accredited Course developed by Sydney Beauty & Dermal Institute

10038NAT – Graduate Certificate in Cosmetic Laser and light Therapies

Training Package Qualifications

SIB70110	Graduate Certificate in Intense Pulse Light and Laser Hair Reduction
SHB50216	Diploma of Salon Management
SHB50115	Diploma of Beauty Therapy
SHB40115	Certificate IV in Beauty Therapy
SHB30115	Certificate III in Beauty Services
SHB30215	Certificate III in Make Up

Non -Accredited Dermal Therapy Training

We offer a variety of courses to further your skills and knowledge within a rapidly changing industry, including:

- Micro-Skin Needling
- Chemical Skin Peels
- Hair Restoration
- Laser Safety
- Eyelash extensions
- Laser and IPL Skin Rejuvenation
- Laser and IPL Hair Reduction
- Laser Tattoo Removal
- Q Switched Skin Rejuvenation

We also offer Accredited Units of Competency

- Facial treatments
- Micro - dermabrasion
- Cosmetic Tattooing
- Lash & Brow Services
- Cosmetic Tanning
- Stone Therapy
- Body Massage
- Make-Up
- Lymphatic massage
- Female Intimate waxing
- Eyelash extensions
- Electrolysis
- Maintain infection control
- Reflexology

ITEC - Qualification for the world. An internationally recognised Beauty Diploma.

Entry Requirements

Whilst the Hairdressing and Beauty Services Training Package has no formal academic pre-requisites; other than competency in written and verbal English language skills, industry advises it is preferred learners have a desire to succeed in the industry.

Our training is open and responsive to all people irrespective of age, gender, cultural or ethnic background, disability, sexuality, unemployment, imprisonment or remote location.

Enrolment Requirements

When considering enrolling in any training, it is important that you understand your status within each of the available enrolment types:

If you are enrolling as a Fee for Service Learner you must be either:

- An Australian citizen
- Have permanent residency status
- Hold a humanitarian visa
- Hold a visitor, Work or Business Visa which has study provisions, and
- Undertake a pre-enrolment interview / initial skills assessment

If you are wishing to be considered for an entitlement to funded training under the relevant State or Territory Funding Agreement you must be either:

- Have permanent residency status
- Hold a Humanitarian Visa
- Undertake a pre-enrolment interview / initial skills assessment.

You must confirm with the relevant State or Territory Department of Training to ensure you're eligible prior to enrolling in any training, we are able to assist you with this.

If you are enrolling as an International Student you must meet requirements of:
Student Visa

- Meet evidentiary requirements for country of origin
- Have an IELTS score of 5.5 or above or undertake an English Language test prior to enrolment TOEFL 527;TOEFLiBT46; CAE162;PTE42 or
- OET pass mark or 5 years study in Australia, Canada New Zealand; South Africa or
- Republic of Ireland or Passport holders for UK, USA, Canada, Republic of Ireland or Senior Secondary Certificate in Australia.
- Undertake a pre-enrolment interview / initial skills assessment.

On street parking is located within walking distance to the Institute or alternatively you may park in the Edgecliff Centre for a fee. Or catch train or/bus to Edgecliff station.



Study Options

At Sydney Beauty & Dermal Institute we offer Part time, Full time, blended and online courses.

Full time commitment: 12 – 18 months dependant on enrolled course.

3 days per week - 22.5 hours face to face including 2 days on campus days and 1 day in the training clinic or scheduled work placement.

Part time commitment: 12 – 18 months dependant on enrolled course.

2 evenings per week – 3. 5 hours face to face sessions on campus, 1 day off campus and 1 day in work placement – *local students only*.

Flexible Online Learning:

Resources and assessments are available online and outcomes can be achieved through self-paced study.

All courses irrespective of the delivery method have the same learning outcomes.

Accessible Areas and Access to Trainers

Whilst we shall undertake all endeavours to ensure your training experience is professional and enjoyable and to ensure you are adequately supported, there are, as in any workplace, times trainers and areas of our business will not be accessible.

These time are:

1. Trainers and Assessors are accessible at all times during classroom sessions
2. Learners have access to Trainers and Assessors on an individual and confidential level if there are any concerns in understanding the training information, or any other concerns relating to their attendance at workshops, units of competency, skill sets, undergraduate courses and post graduate courses
3. General Manager and Head of Education and Training are only accessible during scheduled classroom breaks or before or after class
 - (a) Trainers are not accessible during lunch breaks
 - (b) No access is granted to non-classroom areas excluding toilets
 - (c) No access is granted to telephones, photocopiers, fax machines and any other non-training related equipment.

Attendance

You are expected to be punctual when attending training courses, late arrival or non-attendance will affect your progress in achieving the compulsory standards.

Due to the Volume of Learning (VoL) requirements of the Training Package, 100% course attendance is required to achieve the minimum hours, where you have not been granted Recognition of Prior Learning (RPL) or Credit Transfer (CT).

Homework and research projects are required and are deemed part of the course.

Learners, who due to circumstances beyond their control cannot complete all units, may attend future courses to complete their competencies.

International Students who do not meet the attendance requirements as per the Student Visa Conditions shall be subject to Department of Immigration and Border Protection (DIBP) specific reporting procedures.

To assist in monitoring of attendance, you must be aware of the following matters:

Sign In and Sign Out

There is a separate sheet for each Learner and it is your responsibility to sign in and out each day marking the time that you have arrived and departed. Sign in and out for lunch breaks.

Absence

If absent from a day on the course, you are to provide a written reason in the box for the day you were absent.

Fellow Learners

You are not permitted to sign in or out fellow Learners.

Failure to Attend

Failure to attend without reason may be reported where appropriate and may jeopardise successful completion of the course.

Failure to attend on numerous occasions may mean an incomplete being recorded and no refund of monies paid.

Lateness to Class

Lateness to class on any day is not acceptable. When you are delayed from arriving on time, you must notify the trainer by text or phone to inform of delay.

We expect that all Learners will be on time after breaks and throughout the day.

Behaviour and Dress

We have developed our training delivery to ensure you are best prepared to enter the workforce. Therefore you are expected to behave in a manner which reflects the professional status of the industry that you are training for and shall respect the rights of others with regards to Equal Opportunities, Harassment, Bullying and Discrimination.

Unacceptable Behaviour includes:

- Do not swear or use abusive language
- Do not use mobile phones during class time or recording of content
- No eating in the classroom
- Lateness returning to class from breaks is unacceptable
- Disrespectful behaviour to all other Learners, trainers and other individuals

Uniform

It is standard practice in the beauty industry for workers to wear a uniform which provides for flexibility in movement and comfort, whilst also being a uniform which identifies your employer, As such you will be expected throughout your training to:

- (a) Wear the uniform of Sydney Beauty and Dermal Institute.
- (b) Do not wear inappropriate clothing including: thongs, ripped or torn clothing, unnecessary exposed flesh, offensive prints or words.

Smoking

Smoking is prohibited in all buildings and covered areas and you are expected to use the ashtrays provided.

You are expected to comply with the Workplace Health and Safety Legislation and shall be drug and alcohol free during the course.

Company Property

Sydney Beauty and Dermal Institute is equipped with the tools and resources for you to gain the skills necessary to work in the beauty industry and just like being at work you are required to treat our tools and resources with care and respect, observing all instructions in the correct and appropriate manner.

Unless instructed and authorised to do so, you shall not touch or operate property of Sydney Beauty and Dermal Institute, as this may lead to injury to yourself or others if used incorrectly.

Complaints and Appeals Process

In keeping with the National VET Regulator Act 2011, Standards 2015, we have a complaints and appeals process to assist you if the need arises.

In making your decision to enrol with us, you need to be aware that:

- (a) A complaint relates to any matter not related to your training outcomes.
- (b) An appeal only relates to your training outcomes.

You may complain or appeal:

Informally a brief discussion with our trainer, where the trainer's explanation is sufficient to resolve the matter

Formally in writing, where an investigation is required to resolve the matter

Our full complaints and appeals procedure is available for inspection at our training venue.

Course Extension

Our course timetable is designed to meet the requirements of the Volume of Learning as Contained in the Australian Qualifications Framework and to provide for reasonable adjustment in the assessment process and as such you are expected to complete your training in the time frame allowed.

However, we acknowledge that at times, unforeseen circumstances occur and as such, Sydney Beauty and Dermal Institute is not obligated to extend your period of enrolment, certain circumstances may allow for your individual timetable to be extended with a payment of an additional fee.

Early Withdrawal

In the event that unforeseen circumstances occur, which requires you to leave your training prior to completion, you will be able to receive a Statement of Attainment for all units completed.

This Statement of Attainment may contain skills sets (i.e. cosmetic tattooing) which enable you limited employment opportunities, but also provide evidence of prior learning, which enable you to re-enter training at a later date without having to undertake parts of the training you have completed.

Re-entry for the course completion can be arranged in future courses or taken up with other training providers (Refer to Refund).

Emergency Procedures

You will be given a briefing on the emergency procedures during you're induction, in the event of an emergency and you are expected to comply with instructions given by company members.

Employment Opportunities



Sydney Beauty & Dermal Institute has a large network of salons and spa's giving our students the opportunity to gain employment. We work closely with industry to provide our students with training that reflects the needs and trends of the beauty industry. Our Trainers keep their qualifications current by working as Therapists in salons and clinics to demonstrate skills and knowledge

in their training sessions.

Upon successful completion of your training you may be able to gain employment in a variety of areas, some of the exiting career opportunities include:

- Salon Beauty Therapist, Manager or Owner
- Day Spa Therapist or Massage Therapist
- Beauty Therapist in a Cosmetic Surgery Practice
- Aesthetic Dermal practitioner (with further training)
- Cruise Ship Spa Therapist or Manager
- Make-up Artist
- Nail Technician
- Product Representative or Trainer
- Beauty Therapy Trainer and Assessor
- International Assessor, and
- Laser & IPL Technician (with further training)

Feedback and Communication

Sydney Beauty and Dermal Institute embraces an ongoing policy of open communication and encourage feedback and dialogue with all Learners to assist with meeting Learner needs and concerns as well as for ongoing improvement of our services.

We would appreciate feedback in regard to your opinions, satisfaction, or other views about our operations, policies, procedures, and training delivery and assessment. Feedback can be supplied directly to your trainer, other Sydney Beauty and Dermal Institute employees, or as written suggestions, which may include the use of SMART feedback questionnaires.

Fee payment policy

Sydney Beauty and Dermal Institute as a Nationally Recognised Training Organisation is able to charge fee for services for qualifications and Units of Competency delivered separately to the traineeship and funded training arrangements.

Enrolment Fee

Each qualification requires the Learner to pay on submission of the enrolment form:

International Students

Course enrolment fee of 20% of course cost and a non-refundable administration fee of \$500.00

Local and funded Learners

In cases whereby the required fee is in excess of \$1,500.00 an amount not exceeding \$1,500.00 will be collected on enrolment with an amount of \$1,500.00 collected upon commencement of the course and the outstanding amount to be collected over an established period to ensure that no more than \$1,500.00 is collected and retained at any one time.

Full payment of the remaining amount to be received no later than 2 months prior to completion of the enrolled course.

*Payment plan options are available

*Finance options are available through MacCredit

Late Fee Payment

It is the Learner's responsibility to pay course fees on time according to the payment plan agreed upon at the time of course enrolment, any late payments will incur a late fee penalty of 10% of the due payment amount from the past due date.

Should a Learner require an extension for their fee payments, they should apply in writing to the Head of Education and Training, at least two weeks prior to fee being due.

Non-payment of fees – default and consequences clause

Should the payment not be made at the agreed date, the overdue account will be sent to a debt collection agency without any further notice. Matters which have been referred to the collection agency will not be handled by the institute and will be

treated separately from any further accounts. Any costs incurred in the collection of fees are the responsibility of the Learner / parent / guardian. The institute will not pay these fees.

A learner with outstanding fees shall be suspended from undertaking any training and assessment services until such times as the outstanding arrears have been brought up to date.

Further conditions will apply to non-payment of fees including:

- Breach of student visa conditions which may result in reporting through PRISMS
- Non access to summary of assessment information
- Reported as non-attendance

Fee Protection

In the circumstance of Sydney Beauty and Dermal Institute being unable to provide services for which the Learner has prepaid, the Learner will be placed into an equivalent course such that:

- The new location is suitable to the Learner; and
- The Learner receives the full services for which they have prepaid at no additional cost to the Learner; or
- Be paid a refund of any prepaid fees for services yet to be delivered above the threshold prepaid fee amount.

Cooling Off Period

Learner's shall be provided with sufficient materials and information including but not limited to marketing materials, enrolment form, direction to appropriate websites (i.e. www.myskills.gov.au) so that they may make a fully informed decision about their enrolment into their choice of qualification and training organisation and as such the cooling off period being ten (10) working days expires on receipt of any initial payment and the initial enrolment will cease.

Cancellations

Cancellations will be accepted with a full refund, less \$500.00 non-refundable administration fee up to 28 working days prior to course commencement of total course fees paid to date.

Cancellations will be accepted with a seventy five (75) percent refund of the enrolment fee and \$500 non-refundable administration fee where the cancellation is less than 28 working days prior to course commencement of total course fees paid to date.

After course commencement or the issue of login details, no refund will be issued on any fees paid including enrolment fee and administration fee.

Learners leaving the course for personal reasons may defer and be eligible for re-entry at a date not later than 6 months from the original enrolment, at the same cost as the original enrolment.

Institute-Initiated Cancellations

A full refund will be given if Sydney Beauty and Dermal Institute is unable to run a course on the dates stated at time of enrolment and no suitable course or alternative provider is available.

Refunds

All applications for refunds or re-entry shall be lodged with the Head of Education and Training in writing by completing the course cancellation form.

Refunds will not be granted automatically.

No refund

There is no refund of fees for Non-subsidised or Fee for Service courses or for any poor and/or non-attendance, poor behaviour preventing completion of the course.

Change to Course:

- Should a Learner wish to change their course, the request must be made in writing to the Institute.
- For any approved changes to downgrade a course after commencement of the course, a \$500.00 administration fee will apply.
- No charge will apply should the Learner wish to upgrade to a higher course
- The enrolment fee is transferable to approved course less \$500 administration fee.

All applications for refunds or re-entry shall be lodged with the General Manager of Sydney Beauty and Dermal Institute.

Short Courses, Non – accredited training, Units of Competency and Part Qualifications or Skill Sets

Sydney Beauty and Dermal Institute delivers a range of short courses, non – accredited training, Units of Competency and Part Qualifications or Skills Sets which are designed to upskill the Learner and/or prepare them for further training. Each short course, non – accredited training, Unit of Competency or Part Qualification or Skill Set shall have a published commencement and completion date which is readily available and easily accessible by each potential Learner. Whilst these offerings are not a full qualification or in some circumstances not nationally recognised training, they still require significant input and preparation time.

As such the following applies to each enrolment:

- All courses must be paid for 7 working days prior to the course start date no exceptions
- No entry will be allowed into courses that are unpaid
- Each application for enrolment must be accompanied by a deposit of 20% of the total course cost
- Each short course, non – accredited training, Unit of Competency or Part Qualification or Skill Set will be subject to a non-refundable administration fee of \$150.00 (workshops less than \$500.00 are exempt)
- No refund will be given to cancellations within seven (7) working days of the course commencement date
- A full refund less bank costs and a cancellation fee of 20% of the course fees will be given to cancellations outside of seven (7) days of the course commencement date

Note: Online enrolments, short courses, Units of Competency and Part Qualifications or Skills Sets are considered commenced at the time we provide you with the login

details and or course materials and as such no refund is applicable once the login details have been issued.

Late enrolments

Enrolling for the course within seven (7) days of the commencement date is considered a late enrolment.

As such Learners enrolling late will be required to pay the full course fee at the time of enrolment and the following applies.

- No entry will be allowed into unpaid courses
- No refunds are given for cancellations

Transfer to another Short Course, Units of Competency and Non-accredited training

In certain circumstances at the discretion of Sydney Beauty & Dermal Institute you may be able to transfer from one course to another.

Course fees will be carried over to the new course, plus a 20% administration fee, to be paid by the Learner before the enrolment can be processed. Changing courses will only be possible subject to availability.

Cancellation of a Short Course, Units of Competency and Non-accredited training

If a course is cancelled by SYDNEY BEAUTY & DERMAL INSTITUTE (e.g. the minimum number of Learners are not enrolled), an enrolled Learner will be moved to the course of their choice subject to suitability and no extra fees will be incurred

Government and Industry Funding Entitlements

Sydney Beauty and Dermal Institute is the holder of State, Commonwealth and Industry sponsored funding initiatives.

Each initiative is unique and requires specific criteria to be met for an individual to receive training under the initiative.

SMART and SKILLED

Whereby a learner is deemed to be an eligible recipient of the Smart and Skilled Funding initiative, we are required to collect and retain the relevant Learner fee as applicable under the terms of the agreement and the eligibility criteria applied to the learner.

No determination of the payment period can be pre-determined until such times as a notification of enrolment has been received.

Employer Paid Fees and Charges

Fees and charges paid by employers on behalf of clients are non-refundable.

Fee Protection

The Tuition Protection Service (TPS) is an initiative of the Australian Government to assist international students in the unlikely circumstance whereby we are unable to provide services for which the Learner has prepaid:

In this instance, you will be able to be placed into an equivalent course such that:

- The new location is suitable to the Learner; and

- The Learner receives the full services for which they have prepaid at no additional cost to the Learner; or
- Be paid a refund of any prepaid fees for services yet to be delivered above the threshold prepaid fee amount.

Note: Under the National VET Regulator Act 2011, Standards 2015, we are entitled to withhold issuing a qualification or statement of attainment until such times as all fees have been paid in full, and we shall exercise our rights under this section.

Initial Skill Assessment

Under the National VET Regulator Act 2011, Standards 2015, we are required to undertake an initial skills assessment to assist with the identification of potential language, literacy or numeracy and non-vocational barriers to completing the training.

We will conduct an initial skills assessment with you at the time of enrolment or immediately prior to commencing the training.

Transfer Policy

All applications for transfer to another course or another registered training organisation shall be lodged with the General Manager of Sydney Beauty and Dermal Institute.

Learning Difficulties

If you have any leaning difficulties, we encourage you to identify them either directly or in confidence to your Trainer or Head of Education and Training, prior to course commencement so we can design a training plan to ensure you have every opportunity to successfully complete the course.

Legislation

We are subject to a variety of legislation related to training and assessment as well as general business practice.

This legislation governs our obligations as a Registered Training Organisation, our obligations to our clients, and relates to the industry that we are conducting training for.

This legislation is continually updated and all employees are made aware of any changes.

The Legislation that particularly effect your participation in our Vocational Education and Training programs includes:

- Equal Opportunities Act 1984
- ESOS Act 2007
- Fair Trading Act 1987
- National Code of Practice for ESOS Act
- National VET Regulator Act 2011

- Standards of the National VET Regulator 2015
- Workplace Health and Safety Act 2012
- Workers Compensation and Rehabilitation Act 1986

Learner Support Services

As we offer training courses to all members of the community, we have established a number of vocational barrier supports which include:

- Assessment Tasks
- Language, Literacy and Numeracy, and
- Acceptance of translation devices in the training room for English as a Second Language (ESL) Learners.

We have established a number of non-vocational barriers to training support including:

- | | |
|-----------------------------|-------------------------------|
| • Accommodation assistance; | • Personal Support |
| • Centrelink | • Australian Tax Office |
| • Counselling | • Ethnic Communities Council |
| • Food/Material assistance | • Women's Legal Resource; and |
| • Legal Aid | • Interpreting Services |

Learner Responsibilities

When a Learner elects to participate in training with us, they have a responsibility to:

- Adhere to Sydney Beauty and Dermal Institute policies and procedures
- Treat others with respect, fairness and courtesy
- Not plagiarise, collude or cheat in any assessment activity
- Attend class and arrive on time
- Notify their Trainer if they will be absent or late
- Participate in the course
- Submit assessments on time and in the required manner, and
- Provide written notice of any changes to their enrolment status



On the Job Training

The Learner will be required as part of your training to undertake service provision in our training clinic under the supervision of our Trainers and Clinic Coordinator. Work placement activities make up part of the required non - structured training for the enrolled course and is scheduled into the Learners timetable.

Our Training Clinic

Our clinic provides the Learner with valuable experience in a simulated clinic environment where they are able to practice their skills on "real life clients"

Our equipment is upgraded and updated regularly to provide our Learners with the latest in treatments and technology (such as Microdermabrasion, Micro Skin Needling and Chemical Skin Peels).

We use Skin O2 and ASAP skin care products in our clinic treatments and Learners also attend product knowledge seminars and a variety of other commercial beauty products along with learning how to make their own products during training.

Our Responsibilities

We will maintain and deliver high quality training courses, complying with the VET Quality Framework (VQF) accreditation requirements as a Registered Training Organisation.

We will maintain Workplace, Health and Safety, Equal Opportunities, Harassment, Sexual Harassment, Bulling and Discrimination Policies and relevant legislation.
Insert Privacy Policy / social media

Training and Assessment

As discussed earlier the Training and Assessment must be conducted in the time frame as determined by the AQF Volume of Learning requirements.

Volume of Learning

The Volume of Learning to be completed in our qualifications are:

Certificate III Qualifications

VOL Years – a minimum of 1 year to a maximum of 2 years

VOL Hours – 1200 to 2400 hours.

Certificate IV Qualifications

VOL Years – a minimum of 6 months to maximum of 24 months

VOL Hours – 600 – 2400 hours

Diploma Qualifications

VOL Years – a minimum of 12 months to a maximum of 24 months

VOL Hours – 1200 – 2400 hours

Graduate Certificate Qualifications

VOL Years – a minimum of 6 months to maximum of 12 months

VOL Hours – 600 – 1200 hours

The Volume for Learning required to successfully complete the training, must be separated into structured and non-structured training, with the non-structured component of the training being no less than 10% of the total course duration.

Structured Training is the combination of:

- On campus delivery and Learning of the essential elements of the Training Package, through training and assessment by a qualified Trainer and Assessor.
- Supervised provision of Beauty services in the training clinic.
- Monitored home/self-directed study/ online study under the direct supervision of a Trainer and Assessor.
- Supervised field trips.

Non-Structured Training is:

- Unmonitored self-directed study
- Work placement
- Attendance at expo's/workshops, and
- Provision of beauty services provided outside of the workplace or clinic.

It is your responsibility to provide evidence of successful completion of non-structured training activities to your Trainer.

What does this mean for the Learner? To help you understand the commitment required to complete a Diploma for example is:

VOL Years – a minimum of 6 months to maximum of 24 months

VOL Hours – 600 – 2400 hours

1. **Fulltime Learners:** a minimum of 1088 hours structured training and 112 hours on non-structured learning as 12 months (21 hours per week over 3 days) structured training plus 5 weeks in the SYDNEY BEAUTY & DERMAL INSTITUTE clinic, attendance at 6 Field Trips per year as well as 112 hours non-structured training.
2. **Part Time Learners:** a minimum of 1088 hours of structured training and 112 hours of non-structured learning as 17 months (16 hours per week) FTE structured training plus 5 weeks in the SYDNEY BEAUTY & DERMAL INSTITUTE clinic, attendance at 4 Field Trips per year as well as 56 Hours of non-structured training.

The Volume of Learning is typical for a person who has no experience in the beauty Industry or evidence of having undertaken previous training.

In the event that you have relevant work experience or have undertaken previous training you may be able to reduce your Volume of Learning on the basis of Recognition of Prior Learning (RPL).

Recognition of Prior Learning (RPL)

Learners who have informal skills and knowledge gained from various work or life experiences maybe eligible to gain status for previous industry experience, studies in other course or from other training providers, where the Learner is able to demonstrate relevancy to the beauty industry.

If you believe you are able to demonstrate Recognition of Prior Learning (RPL), enquire with our RPL specialist about the process for having previous industry experience, studies in other courses or from other training providers or credit transfers as this may significantly shorten your study requirements.

Assessments

All assessments conducted by us will meet the assessment criteria contained in the relevant course training package and will include:

- A beauty industry workplace, or
- A simulated beauty workplace set up for the purpose of skills assessment that provides services to paying members of the public.

You will be assessed by a person who:

- Holds a qualification as a beauty therapist, and
- Has worked as a Beauty Therapist for at least 3 years where they have applied the skills and knowledge of this unit of competency.

All of our Assessments will be:

- **Valid** - Assessment methods will be valid, that is, they will assess what they claim to assess
- **Reliable** – Assessment procedures must be reliable, that is, they must result in consistent interpretation of evidence from the Learner and from context to context,
- **Fair** – Assessment procedures will be fair, so as not to disadvantage any learners.
- **Equitable** – culturally and linguistically appropriate, involve procedures in which criteria for judging performance are made clear to all participants, employ a participatory approach, provide for learners to undertake assessments at appropriate times and where required in appropriate locations.
- **Flexible** – Assessment procedures will be flexible, that is, they should involve a variety of methods that depend on the circumstances surrounding the assessment.

Assessment Methods

Our assessments and assessment methods will ensure that we focus on the application of the skill and knowledge as required in the workplace, including:

- Task skills (actually doing the job)
- Task management skills (managing the job)
- Contingency management skills (what to do if something goes wrong), and
- Job Role environments skills (managing your job and its interaction with others around you)

Training Venue

The training address is Shop 2, 161 New South Head Road, Edgecliff 2027 and additional venues for training may include sites contracted to Sydney Beauty and Dermal Institute and may include regional areas.

Our main facility at, Edgecliff is fully air-conditioned, equipped with a Trainee Therapist Clinic, practical and theory training rooms, Laser and IPL training room.

It is a short walk to public transport (Bus/Train), local shops; cafes, restaurants and beauty salons.

Work Health and Safety

You will be expected to comply with Sydney Beauty and Dermal Institute Workplace Health and Safety Policies as presented during the course induction. Sydney Beauty & Dermal Institute aims to provide a safe and sustainable environment for all students.

Working with Children

We do accept people under the age of 18 in our training programs.

We do comply with all Federal and State Working with Children legislation.

A list of all relevant legislation is available from the Federal Police Web site www.aifs.gov.au/nch/policechecks.html

Further information on the Working with Children Check is available from Sydney Beauty and Dermal Institutes General Manager.

COURSE INFORMATION

10038NAT – Graduate Certificate in Cosmetic Laser and Light Therapies

This qualification reflects the role of individuals who apply substantial specialised knowledge and skills to design and safely apply non-ionising radiation treatments using intense pulsed light and laser technologies for skin rejuvenation and tattoo removal on the face and body.

In this role they make complex, high level, independent judgements in consulting with clients, analysing their skin conditions, designing and evaluating intense pulsed light skin rejuvenation treatment programs, selecting and using appropriate technology.

They will be able to apply it within the context of safe client and operator practices and in compliance with regulatory requirements.

Entry Requirements

To undertake this qualification you must hold SIB501 10 or SHB501 15 Diploma of Beauty Therapy or have significant and relevant vocational experience relating to the application of human biology, anatomy and physiology knowledge licensing, legislative, and regulatory or certification considerations for the use of Class 4 Laser.

Delivery

This course is conducted in a manner that enables you to complete the training to suit you and your family/life situation as well as meet the requirements of the Volume of Learning.

[Contact us for enrolment dates and more information on this course](#)

SIB70110 – Graduate Certificate in Intense Pulse Light and Laser Hair Reduction

This qualification reflects the role of individuals who apply substantial specialised knowledge and skills to design and safely apply non ionising radiation treatments using intense pulsed light and laser technologies for skin rejuvenation and tattoo removal on the face and body. In this role they make complex, high level, independent judgments in consulting with clients, analysing skin conditions, designing and evaluating intense pulsed light skin rejuvenation treatment programs, selecting and using appropriate technology, and applying it ;within the context of sae client and operator practices and in compliance with regulatory requirements.

Ongoing technological developments in this area of practice require the use of broad knowledge and the identification, analysis and evaluation of information from a variety of sources to build personal capability.

Practice may be undertaken in the hair reduction stream of the beauty industry or in other settings where cosmetic laser hair reduction services are offered.

Entry Requirement

To undertake this qualification you must hold SIB50110 Diploma of Beauty Therapy or have significant and relevant vocational experience with a primary focus on providing facial services, skin services and hair reduction services or evidence of significant and relevant vocational experience relating to the application of human biology, anatomy and physiology knowledge.

Licensing, legislative, regulatory or certification considerations for the use of Class 4 Laser.

Delivery

This course is conducted in a manner that enables you to complete the training to suit you and your family/life situation as well as meet the requirements of the Volume of Learning.

[Contact us for enrolment dates and more information on this course](#)

SHB50216 – Diploma of Salon Management

This qualification reflects the role of senior managers and small business owners of personal services businesses. They are responsible for coordinating the day to day operation of the business and for planning, monitoring and evaluating the work of the team. Salon Managers also operate with significant autonomy to make strategic business management decisions.

This qualification provides a pathway to work as a salon manager in any type of personal service business including hairdressing or beauty salons, barber shops and spas.

No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication.

Entry Requirement

There are no entry requirements to this qualification.

Delivery

This course is conducted in a manner that enables you to complete the training to suit you and your family/life situation as well as meet the requirements of the Volume of Learning.

Contact us for enrolment dates and more information on this course

SHB50115 – Diploma of Beauty Therapy

This qualification reflects the role of individuals employed as Beauty Therapists to provide a broad range of beauty therapy treatments and services including facial treatments, body massage, hair removal, lash and brow treatments, nail and make-up services.

This includes consultation with clients to provide beauty advice, recommend beauty treatments and services, and sell retail skin care and cosmetic products.

These individuals work relatively autonomously, and are accountable for personal outputs. The work involves the self-directed application of knowledge and skills with substantial depth in some areas where judgement is required in planning and selecting appropriate equipment, services and techniques.

Work is typically conducted in beauty salons and spas

Entry Requirements

There are no entry requirements to this qualification

Delivery

This course is conducted in a manner that enables you to complete the training to suit you and your family/life situation as well as meet the requirements of the Volume of Learning.

Contact us for enrolment dates and more information on this course

SHB40115 – Certificate IV in Beauty Therapy

This qualification reflects the role of Beauty Therapist to provide a range of beauty therapy treatments and services, including lash and brow treatments, nail services, made-up, massage and waxing. They communicate with clients to recommend treatments and services and sell retail skin care and cosmetic products.

These individuals undertake work independently, with limited guidance from others, to perform routine and non-routine activities and solve non-routine problems. They apply and adapt technical skills and knowledge, and use judgement in the provision

of beauty treatments and services. These individuals are responsible for their own outputs and provide limited guidance to others.
Work is typically conducted in beauty salons and spas.

Entry Requirements

There are no entry requirements to this qualification.

Delivery

This course is conducted in a manner that enables you to complete the training to suit you and your family/life situation as well as meet the requirements of the Volume of Learning.

[Contact us for enrolment dates and more information on this course](#)

SHB30115 – Certificate III in Beauty Services

This qualification reflects the role of individuals employed as Beauty Therapists to provide a range of beauty services including nails, waxing, lash and brow and basic make-up services.

These individuals possess a range of well-developed technical and customer service skills where discretion and judgment is required and are responsible for their own outputs. This includes client consultation on beauty products and services
Work is typically conducted in beauty; waxing; brow and nail salons.

Entry Requirements

There are no entry requirements to this qualification.

Delivery

This course is conducted in a manner that enables you to complete the training to suit you and your family/life situation as well as meet the requirements of the Volume of Learning.

[Contact us for enrolment dates and more information on this course](#)

SHB30215 – Certificate III in Make-Up

This qualification reflects the role of individuals employed as Make-Up Artists to design and apply make-up for a range of purposes and occasions across the beauty, fashion, media and entertainment industries.

These individuals possess a range of well-developed technical and consultation skills where discretion and judgment is required and are responsible for their own out-puts. This includes working cooperatively with a range of individuals including photographers, fashion stylists and media production staff.

Work is typically conducted as part of a team or on a freelance basis in settings such as make-up studios, retail cosmetic counters, fashion ad media sets and photography studios.

Entry Requirements

There are no entry requirements to this qualification.

Delivery

This course is conducted in a manner that enables you to complete the training to suit you and your family/life situation as well as meet the requirements of the Volume of Learning.

[Contact us for enrolment dates and more information on this course](#)

NON – ACCREDITED DERMAL THERAPY SHORT COURSES

Laser Safety for cosmetic laser and light therapies

This course is delivered over 1 day and provides the foundation for anyone wanting to obtain a Radiation Safety Officer certificate for use of Laser & IPL within the medical cosmetic industry or beauty clinics.

This course is part of the government accredited Graduate Certificate and can also be completed as a non-accredited course, approved by Queensland Radiation Health:

Approved by Queensland Radiation Health for persons wishing to obtain a license to use laser apparatus for hair reduction, skin rejuvenation, superficial vascular treatments and superficial pigment lesion treatments and tattoo removal - No ED186



Entry Requirements

Direct entry

Delivery

You may choose online course – ongoing enrolment we allow 30 days to complete this course or face to face in a classroom environment.

[Contact us for enrolment dates and more information on this course](#)

Laser and IPL for Hair Reduction

This is an entry level course that offers operators a pathway into the Laser and IPL industry, specialising in hair reduction treatments. In this fast growing and incredibly competitive industry it is essential to be up to date with industry standards and be able to offer safe and effective treatments to your clients.

Entry Requirements

Laser safety certificate

Delivery

3 days face to face training in a classroom and simulated workplace environment

[Contact us for enrolment dates and more information on this course](#)

Laser and IPL for Skin Rejuvenation

This is an entry level course that offers operators a pathway into the IPL and Laser industry, specialising in skin rejuvenation treatments. In this fast growing and incredibly competitive industry it is essential to be up to date with industry standards and be able to offer safe and effective treatments to your clients.

Entry Requirements

Laser safety certificate

Delivery

3 days face to face training in a classroom and simulated workplace environment

[Contact us for enrolment dates and more information on this course](#)

Q Switched Laser Skin Rejuvenation

This course is specifically designed to provide applicants with the skills and knowledge to successfully provide Skin Rejuvenation Treatments, utilising Q-switched Laser technology within cosmetic medical clinics or beauty salons. Comprehensive knowledge of skin anatomy, physiology and skin conditions, lasers and laser safety, wound healing and aftercare is required for safe and effective treatment delivery.

Entry Requirements

Laser Safety Certificate

Delivery

2 days face to face training in a classroom and simulated workplace environment

[Contact us for enrolment dates and more information on this course](#)

Laser Tattoo Removal

This course is specifically designed to provide applicants with the skills and knowledge to successfully provide Tattoo Removal Treatments, utilising Q-switched Laser technology within cosmetic medical clinics or beauty salons. It is considered that the use of lasers is one of the best methods of tattoo removal; however, comprehensive knowledge of lasers and laser safety, skin anatomy, wound healing, tattoos and aftercare is required for safe and effective treatment delivery.

Entry Requirements

Laser Safety Certificate

Delivery

2 days face to face training in a classroom and simulated workplace environment

[Contact us for enrolment dates and more information on this course](#)

Chemical Skin Peels

This course deals with the theory and practical knowledge required to perform this skin resurfacing treatment.

Chemical skin peeling is a popular skin rejuvenation procedure that is in demand in many clinics. This course will enable you to make an educated judgment on what peels to perform on various skin conditions. Having the knowledge and using chemical skin peels confidently is a great asset for any skin care therapist to have.

Entry Requirements

Direct entry – we recommend undertaking skill set Aesthetic Clinical Practice if you do come from a beauty therapy background.

[Contact us for enrolment dates and more information on this course](#)

Micro Skin Needling

This course deals with the theory and practical knowledge required to perform dermal treatments that induce collagen stimulation. Micro Skin Needling is an ever increasingly popular non-ablative skin rejuvenation procedure. This course will give you the skills to perform this treatment effectively and the knowledge to understand the complexities of micro skin needling. This is a great asset for any skin care therapist, who wants to offer advanced treatments within their salon.

Entry Requirement:

Direct entry – we recommend undertaking skill set Aesthetic Clinical Practice if you do come from a beauty therapy background.

[Contact us for enrolment dates and more information on this course](#)

NON – ACCREDITED WORKSHOPS

Cosmetic Tanning

In this workshop you will learn the skills and knowledge required to perform a professional spray streak free tan every time. This treatment is a popular and safe alternative to sun exposure offered in many Beauty Salons and Spa's today. Have fun and boost your income or add a new service to your Salon menu of service.

Entry Requirements

Direct entry

[Contact us for enrolment dates and more information on this course](#)

Eyelash extensions

This course provides the performance outcomes, skills and knowledge required to apply eyelash extensions for added length and thickness of natural lashes to meet client needs.

It required the ability to consult with clients, select suitable products and equipment to apply, in-fill, and remove damaged eyelash extensions. Applying eyelash extensions can be an individual service or form part of a series of service. These skills can be used within a spa and beauty salon.

Entry Requirements

Direct entry

[Contact us for enrolment dates and more information on this course](#)

ITEC

Qualifications for the World



ITEC is the largest international examination board offering a variety of qualifications worldwide. ITEC qualifications are supported by industry and are easily transportable nationally and internationally.

ITEC has ensured that best practice in the work place has been reflected in the syllabus for each qualification and each has been linked to the relevant job role, as well as ensuring that the syllabus reflects the required level of knowledge and skill needed for a practicing therapist.

Additional theoretical and practical work is required to sit the exams for ITEC international accreditation, and additional fees apply.

Candidates may enrol into:

[Level 2 Diploma of Beauty Specialist](#)

[Level 3 Diploma in Microdermabrasion Treatments](#)

[Level 4 Diploma in Laser and Intense Pulsed Light Treatments](#)

Candidates must hold the Unit of Competency for the following or equivalent.

- SHBBFAS001 Provide lash and brow services or equivalent
- SHBBFAS002 Provide facial treatments and skin care recommendations
- SHBBHRS001 Provide waxing services
- SHBBMUP002 Design and apply make – up
- BSBSMB404 Undertake small business planning
- SHBBSKS005 Provide Micro – dermabrasion Treatments
- SIB70110 Graduate Certificate in Laser and Intense Pulsed Light for Hair Reduction

Dates:

Training commences: 19th January 2018

Examination: 19th and 20th

Training times:

Friday 9am – 12.30pm in clinic

Important Notes

1. Sessions are held either Monday to Wednesday OR Wednesday to Friday
2. Session times are strictly 9.00am – 4.30pm
3. Learners may enrol into one of the attendance options (subject to availability)
4. 1% fee applies for payments with credit card.
5. Kits are to be purchased separately and prices given are approximate.
6. Uniforms are compulsory for all Graduate Certificate, Diploma and Certificate courses.
7. No qualification will be issued until full payment of course fees has been received.
8. Payment terms for all short course are strictly 7 days.
9. USI number is required and can be obtained www.usi.gov.au

Please read through this information package and complete the enrolment form to begin your journey into the Beauty Industry.

How can I pay for the course?

Call our office to discuss a payment plan that suits you best. You may choose self-funding through pay as you go; Smart & Skilled Funding or MacCredit.

How can I enrol in the course?

We will send you an information pack about your preferred dates and an enrolment form. All you need to do is complete the enrolment form and return this to us to secure your place in the course of your choice.

Payment plans available through MacCredit



Credit Representative 484002 is authorised under Australian Credit license 389087 - ACN 609032424

Our course careers advisor Deborah Allen is available to assist you in choosing the right course to bring your passion to life. We recognise that enrolling into your chosen course can sometimes be a daunting task. Deborah is dedicated to making sure your enrolment is easy and stress free. Contact Deborah on deborah@sbdi.com.au

Should you wish to discuss your course options, please email our Student Recruitment Officer, Chantelle Gregoire recruitment@sbdi.com.au

I would like to welcome you to Sydney Beauty and Dermal Institute and look forward to seeing you.

Kind regards

Ilse Taumberger

Ilse Taumberger
General Manager

Sydney Beauty and Dermal Institute.